

**Personnel Committee  
Monday, August 15, 2016  
Conference Room B, Beck Municipal Building**

**Minutes**

Members Present: Denise Keane, Toni Moran (Chair), Ben Shaiken

Staff Present: Maria Capriola

The meeting was called to order at 5:45pm.

**1. APPROVAL OF MINUTES**

Shaiken made the motion, seconded by Keane to approve the minutes of 7/18/16 as presented. The motion passed unanimously.

**2. FREQUENCY OF TOWN MANAGER PERFORMANCE EVALUATIONS**

Moran made the motion, seconded by Keane to add frequency of Town Manager evaluations to the agenda. Motion passed unanimously. Committee members discussed the frequency of the evaluation process, and whether or not it should occur annually, every other year, or every third year in advance of the Manager's employment agreement expiring. Timing (due date) of the evaluation was also discussed. Committee members requested that this item, along with the instrument itself, be added to a future agenda in the winter, around January.

**3. EXECUTIVE SESSION**

Shaiken made the motion, seconded by Keane to enter into executive session for personnel in accordance with C.G.S. 1-200(6)(a), Town Manager Performance Review. Motion passed unanimously. Committee members entered into executive session at 5:55pm.

The Committee left executive session at 6:11pm.

Meeting adjourned at 6:12pm.

Respectfully submitted,  
Maria E. Capriola, M.P.A.  
Assistant Town Manager, Town of Mansfield